

## UKG InTouch Clock Startup Guide

Over the last several months we have worked toward getting your Kronos InTouch time clocks that are connected to Oracle ready for conversion to UKG. If you worked closely with your TTM team and they were able to complete your clocks firmware upgraded your facilities clocks should be ready to cut over on the go live date.

If your clock has been disconnected and has not gone through the firmware upgrade process it will not be cut over with the rest of the time clocks between 12/18 and 12/22. We will address those devices after the rest of the clocks have been cut over for go live.

### Timeline:

(if you are on a **weekly payroll in NY or RI** all the dates below shift out one week to your last payroll on oracle. For example, in the first bullet “after midnight in the early morning if 12/18”, becomes “after midnight in the early morning if 12/25”.)

- After midnight, in the early morning of 12/18 your final punches will be transferred to Oracle for pay period end 12/17/2021
- Employees should stop using your clocks after midnight on 12/17. We recommend you place an “temporarily out of service” sign on the clocks indicating that they are down and in the process of cutting over to UKG. You should also provide details on the alternate clock in method of your operations choice (QTS, Punch Tile, or manual collection).
- If you have associates working across midnight 12/17 to 12/18 please keep track of time manually as you will likely lose some transactions and will have to key them into oracle or into UKG depending on timing.
- Please **do not disconnect or unplug your clock during the cutover period.** It must be plugged in and on line. If you disconnect or unplug the clock it will be unable to receive updates and we will be unable to convert your clock.
- After midnight we will initiate the process to change the communication protocols on the clock so that they start communicating to UKG instead of the old Oracle servers.
- This process could take several days. We anticipate that the time clocks will be up no later than end of the day on 12/22.
- You will receive an email from Troon Support when the clocks have completed the cutover process. **Even if the clock looks like they are ready to move forward with the next steps outlined below do not do anything until you receive specific instructions from Troon Support.** If you attempt to move forward prior to receiving notification any manager templates and or log ins could be lost.

**Once you receive a confirmation of successful cutover of your time clocks from Troon Support please proceed with the following steps:**

### **Summary:**

1. Validate your clock is update
2. Register your first “supervisor” template
3. Register your associates

## UKG InTouch Clock Startup Guide

### Details:

1. Validate your clock is update
  - a. Validate the screen has changed
    - i. New buttons – Manager login, Punch in, Meal Start, Meal End, Punch Out, Enter Tips, View Accruals Online, View Schedules, View Timecard, Request Time off
    - ii. Old buttons – Punch In, Punch Out, Change Job, Change Dept, Change Job & Dept, View Balances, Enter Cash Tips, Enter Credit Tips
  - b. Validate that the date and time is correct for your time zone
  - c. If both of these conditions are not met after you receive the notification of a successful cut-over please open a support ticket with Troon Support.
2. Register your first “supervisor” template

### Prerequisites:

- a. You must be a “supervisor” (have people reporting directly to you in UKG) to access manager mode in the clock
- b. You must have your UKG employee ID
- c. Manager Password: 77835  
(Once you are registered on the clock with your template you will no longer need the Managers Password, you simply need to scan your finger to log into the clock)

### Steps:

- a. Use the arrows to scroll to the page that has the “Manager Log on” button
- b. Tap “Manager Log on”
- c. Enter your employee ID in the “Badge ID” field and tap “enter”
- d. Enter the manager password and tap “enter”
- e. If you have successfully logged on to the clock in manager mode you should see manager access buttons including Enroll Employee.



- f. Tap “Enroll Employee”
- g. When prompted for badge ID, enter your UKG employee number (to register your own template as a supervisor), and tap enter.
- h. Select a finger to enroll
- i. Follow the rest of the prompts to capture your template on two fingers
- j. Once you have captured your own template you will no longer need the manager password to get the manager page.

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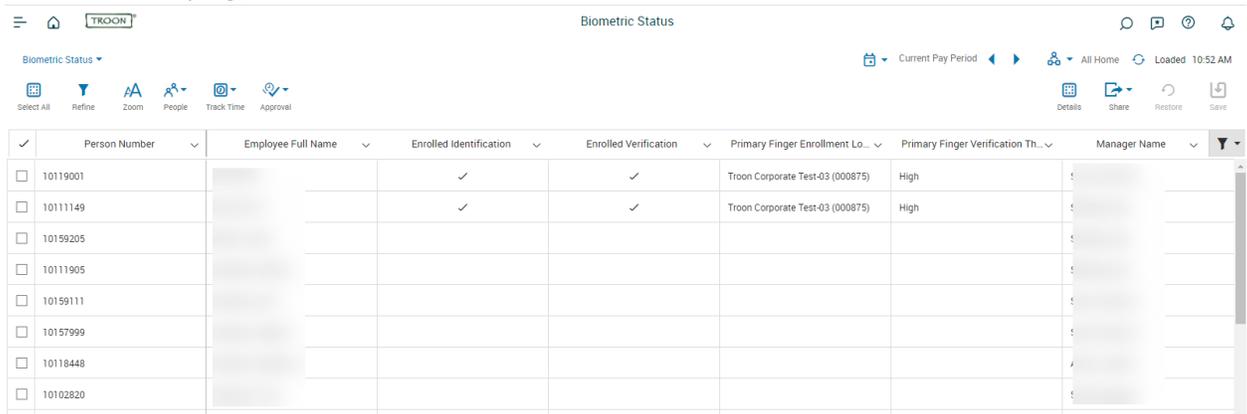
Templates captures on one clock will synchronize with all other clocks in your clock group (at your club) at 4am, 10am, 2pm, and 8pm Arizona time. For example if you register an employee template at 7am, an employee can clock in at that clock immediately, and at other clocks at your location after 10am.

3. Register your associates
  - a. As a registered manager you no longer require the manager log in. Simply scan you finger, and you will be logged into the clock as a “manager”.
  - b. Follow steps 2f through 2i to register your associates

We realize that not all associates can register using their fingers. There is an alternate method to get them enrolled in the system that will be communicated shortly after go live.

### **Viewing Registered Associates in Workforce Management:**

1. In UKG, navigate to Workforce Management → Dataviews and reports → dataview library
2. Under Timekeeping, select Biometric Status



The screenshot shows the 'Biometric Status' dataview in UKG. The interface includes a top navigation bar with the 'TROON' logo and a search bar. Below the navigation bar, there are several icons for actions like 'Select All', 'Refine', 'Zoom', 'People', 'Track Time', and 'Approval'. The main content area displays a table with the following columns: Person Number, Employee Full Name, Enrolled Identification, Enrolled Verification, Primary Finger Enrollment Location, Primary Finger Verification Threshold, and Manager Name. The table contains several rows of data, with the first two rows showing 'Troon Corporate Test-03 (000875)' as the enrollment location and 'High' as the verification threshold. The employee names are redacted with grey boxes.

| Person Number | Employee Full Name | Enrolled Identification | Enrolled Verification | Primary Finger Enrollment Location | Primary Finger Verification Threshold | Manager Name |
|---------------|--------------------|-------------------------|-----------------------|------------------------------------|---------------------------------------|--------------|
| 10119001      |                    | ✓                       | ✓                     | Troon Corporate Test-03 (000875)   | High                                  |              |
| 10111149      |                    | ✓                       | ✓                     | Troon Corporate Test-03 (000875)   | High                                  |              |
| 10159205      |                    |                         |                       |                                    |                                       |              |
| 10111905      |                    |                         |                       |                                    |                                       |              |
| 10159111      |                    |                         |                       |                                    |                                       |              |
| 10157999      |                    |                         |                       |                                    |                                       |              |
| 10118448      |                    |                         |                       |                                    |                                       |              |
| 10102820      |                    |                         |                       |                                    |                                       |              |

This view will show you all of your employees, if they are enrolled, and the quality of the enrollment.